



DEPARTMENT OF PLANNING

TEMPORARY COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

A Temporary Commercial Permit may be issued to allow certain short-term temporary uses that otherwise would not be allowed, according to the requirements of Title 19.16.160. **Applications cannot be processed over the counter.** Within 30 days of a complete and sufficient application, the application may be approved with conditions or denied; however, every effort will be made to reach a decision within five (5) business days of a complete submittal. In the case of a denial, the decision may be appealed to the Planning Commission by filing a written request with the Department of Planning.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Temporary Commercial Permit is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Temporary Commercial Permit application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Temporary Commercial Permit.

JUSTIFICATION LETTER: A detailed letter that explains the request, proposed dates, hours of operation, and other detailed information that would enable the Director to determine the appropriateness of issuing a permit. The Director may approve a Temporary Commercial Permit if the Director determines that:

1. The proposed use is compatible with existing land uses on the same property and on surrounding properties;
2. The subject site is physically suitable for the type and intensity of the use being proposed;
3. There will be adequate public access to the site and adequate provision for on-site parking;
4. The application is not a continuation of consecutive applications or otherwise an attempt to circumvent the limitations of Title 19.

FEES: \$100

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 8-1/2x11 AND NO LARGER THAN 24x36.

SITE PLAN: (2 folded) Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, utility easements and locations, signage, and adjacent streets. Site Plans must include:

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| <input type="checkbox"/> PROPERTY LINES CALLED OUT | <input type="checkbox"/> ADJACENT LAND USES/STREETS | <input type="checkbox"/> VICINITY MAP |
| <input type="checkbox"/> DIMENSIONS (ACTUAL)/SCALE | <input type="checkbox"/> LANDSCAPE AREAS | <input type="checkbox"/> NORTH ARROW |
| <input type="checkbox"/> STREET NAMES | <input type="checkbox"/> SCALE | <input type="checkbox"/> INGRESS/EGRESS |
| <input type="checkbox"/> PARKING SPACES | | |

BUILDING ELEVATIONS (IF APPLICABLE): (2 folded) Draw and make legible: all sides of all buildings on site. **Photographs may be submitted in lieu of detailed drawings.** Building Elevations must include:

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|---|---|---|
| <input type="checkbox"/> DIRECTION OF ELEVATION | <input type="checkbox"/> BUILDING MATERIALS & COLORS CALLED OUT | <input type="checkbox"/> ELEVATION DIMENSIONS/SCALE |
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FLOOR PLAN (IF APPLICABLE): (2 folded) Draw and make legible: all rooms and/or spaces contained within the building(s) on the site. Floor Plans must include:

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| <input type="checkbox"/> ENTRANCES/EXITS | <input type="checkbox"/> MAXIMUM OCCUPANCY (PER U.B.C.) | <input type="checkbox"/> ROOM DIMENSIONS/SCALE |
| <input type="checkbox"/> USE OF ROOMS | <input type="checkbox"/> SEATING CAPACITY (WHEN APPLICABLE) | <input type="checkbox"/> NORTH ARROW |

STANDARD CONDITIONS OF APPROVAL: If a Temporary Commercial Permit is approved by the Department of Planning, the following conditions (or similar conditions) may be included to ensure consistency with the requirements of Title 19.16.160:

1. Provision for temporary parking facilities, including vehicle ingress and egress;
2. Measures to prevent or reduce nuisance factors such as glare, excessive illumination noise, vibration, smoke, dust, dirt, odors, gases and heat;
3. Regulation of placement, height, size and location of structures, facilities, landscaping and equipment, including provision for buffering and separation;
4. Provision for sanitary facilities and for waste collection and disposal;
5. Measures to promote safety and security;
6. Regulation of signs and other attention-gaining devices;
7. Regulation of operating hours and duration of the temporary commercial use;
8. Regulation of the hours and duration of set-up and dismantling activities;
9. Compliance with applicable provisions of the Las Vegas Municipal Code; and
10. Any other conditions which will ensure that the operation of the proposed temporary use is conducted in an orderly, efficient manner and in accordance with the intent and purpose of LVMC Section 19.16.160.